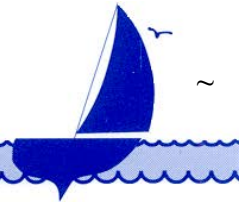




City of Des Moines, Washington

JOB DESCRIPTION



PROBATION OFFICER

Regular, Full-time

Salary Grade: G-20

FLSA Status: Non-exempt

Bargaining Unit: Non-represented

EEO Category: Professional

Nature of Work

Under the direction of the Municipal Court Administrator and Judge, the Probation Officer provides professional probation services for misdemeanor offenders for Des Moines Municipal Court, performs case management duties, meets with probationers to discuss progress, provides counseling; writes reports and correspondence; monitors pretrial release conditions, electronic home monitoring and jail; resolves conflicts; assures compliance with the order of the court; preserves public safety; reduces recidivism; and serves as a liaison between court and the probationer. Conducts pre-sentence investigations, client evaluations; counseling and referrals, and coordinates and monitors client treatment programs.

Essential Functions

- Conducts Pre-Sentence and Post-Sentence investigations as ordered by the court; contacting family members, witnesses, employers, school officials, law enforcement agencies, and other appropriate parties for information; compiles and analyzes.
- Prepares and presents progress and/or non-compliance reports to the court as well as sentencing recommendations during and at the end of case supervision for each offender; recommends whether or not the individual should continue on probation, suggests alternate sentencing, conditions or if the offender must return to court.
- Monitors probationers' compliance with sentencing conditions using monthly contact per standardized risk classification system, monthly contact with treatment providers, random urinalysis or breath testing, and by requiring probationers to file documentation of compliance such as Alcoholics Anonymous/Narcotics Anonymous slips, copies of medical prescriptions, or proof of community service hours.
- Compiles and maintains complete and accurate records of contact and information obtained relative to each individual case and assessment referral.
- Works closely with treatment agencies and other community resources to identify additional resources, provides referrals and monitors programs and client's compliance with treatment plan.
- Reports contact order violations and other issues impacting the case management of the offender and the safety of the victim.
- Assists probationers concerning problems that affect individual probation plans, assists in vocational education or employment planning.
- Consults with higher-level personnel on difficult or complex cases.
- Meets with probationers in custody as ordered by the court.

- Compiles and prepares summary statistical reports reflecting the probation officer's activities and the activities of their defendants for departmental use.
- Represents the probation office in the community, serving on various task forces and other committees as appropriate.
- Performs special projects and administrative assignments as developed and as directed by the Judge or the Court Administrator.
- Provides testimony in court as required.
- Maintains all applicable certification requirements and keeps current on changing codes and probationary practices through continuing education (seminars, classes, meetings) and reading of applicable journals.
- Performs PBT (Personal Breath Testing) to detect alcohol use.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Ability to interview offenders, which includes putting person(s) at ease, convey ideas verbally, obtaining information and directing interview.
- Ability to work independently under high pressure to prioritize caseloads and meet timelines and directives.
- Ability to use effective interpersonal skills in a tactful, patient and courteous manner.
- Ability to maintain interrelated records and files.
- Knowledge of court rules, policies, procedures, and regulations.
- Ability to collect relevant case evidence and information and apply this information to solve practical problems associated with the case.
- Ability to make relevant evaluations and appropriate recommendations based on information obtained during a pre-sentence investigation.
- Ability to speak effectively, present information and respond to questions in a courtroom environment, in small groups of managers and coworkers, and with peers.
- Ability to communicate effectively with and work with offenders and other people of diverse social, cultural, ethnic and lifestyle backgrounds.
- Ability to interact with emotionally distraught, irate and combative individuals.
- Ability to enforce and monitor court requirements and report all violations.
- Ability to serve as an agent of the court, sometimes without complete client confidentiality.
- Ability to exercise and demonstrate a non-judgmental attitude towards offenders.
- Ability to accept authority as well as use authority.
- Ability to respond to inquiries/complaints from victims, witnesses, offenders, outside agencies or the public.
- Ability to maintain cooperative and effective working relationships with co-workers and other agency staff and professionals.
- Ability to read, comprehend, speak and write English.
- Ability to organize, prioritize and coordinate multiple tasks to ensure efficient work flow.
- Ability to maintain confidentiality.
- Ability to communicate effectively, both verbally and in writing.

- Knowledge and understanding of traffic and criminal law and procedures.
- Ability to work as a team player with strong work ethics.

Education and Experience Requirements

- Bachelor's Degree in Sociology, Psychology, Criminal Justice or any other closely related field; or an equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential elements of the job.
- One year of interviewing and social/psychological diagnostic experience preferably in the criminal justice system or any combination of education and experience that would demonstrate the ability to successfully perform the duties.
- Two years of experience in the criminal justice system, social work, or similar field that includes caseload management, direct client services.
- Knowledge of Word, Excel, DISCIS computer system strongly preferred.

Special Requirements

- Must obtain Misdemeanant Probation Certification within six (6) months of employment as required by WAC 139-10-210, pending class availability.
- Maintain Probation certification with continuing education credits, a minimum of eight (8) credits per year.
- Must join the Misdemeanants Probation/Correctional Association (MCA).
- Must successfully pass background check.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work is performed primarily in office and courtroom settings. Frequent exposure to individuals who may be distraught, violent or abusive. Hand-eye coordination and fine manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods of time, and the ability to bend and stretch to retrieve and maintain files and records.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee

with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2014.